



**Minutes of the meeting held on 14 March 2018**

Present: Professor P Layzell (Chair), Professor K Normington, Professor R Deem, Professor D Gilbert, Professor H Nicholson, Professor J Knowles, Professor J Adam, Professor G Agyemang, Dr D Morritt, Professor G Pieri, Professor J Fiadeiro, Professor S Halperin, Professor C Townsend, Professor M Humphreys, Professor K Willis, Dr J Murdoch, Dr S Wolthusen, Dr Y Zheng, Professor S Ansari, Miss N Barrett, Miss W Wong, Mr C Jones, Miss E Ancelin

In Attendance: Dr D Ashton

Secretary: Mrs A Sendall

Observers: Miss C Cartwright, Miss C Rudd, Ms J Roberts, Mr J Tuck, Ms E Wilkinson, Mr D German

Apologies: Prof B O’Keefe, Prof P Hogg, Dr F Keating, Mr S Kendrick, Professor S Boogert, Professor K Mayes, Professor J Brown, Professor A Chevalier, Professor J Parker-Starbuck, Professor K Cooper, Professor B Rankov, Professor K Rastle, Professor D Howard, Professor J John, Professor C Bradley, Professor M Eschrig, Professor C Rees, Dr M Gee, Dr H Rui, Professor M Gold, Dr C Kremmydas, Professor E Schafer, Professor B Fitzgerald

**1. Welcome and Apologies**

The Board noted that this was the first meeting for Professor Jen Parker-Starbuck, Head of Drama, Theatre and Dance, although she is currently away from the College. 18/01

The Board noted that this was the last meeting for John Tuck, Director of Academic Services, who will be leaving the College in April. 18/02

**2. Minutes**

The Minutes of the meeting held on **Wednesday 6 December 2017** (M17/155-M17/198) were approved. 18/03

**3. Matters Arising**

There were no matters arising. 18/04

**4. Actions Taken by the Chair**

There had been no actions taken by the Chair since the last meeting. 18/05

**5. Unstaring Of Items**

A request was made to un-star paper AB/18/11 – Intellectual Property Policy and paper AB/18/12a-c – Faculty Board Constitutions. 18/06

The Board agreed to refer the matters about the Intellectual Property Policy back to the Senior Vice-Principal (Academic) and the issue raised about constitutions back to the Deans of 18/07

Faculties.

## 6. Formal Reports

### 6.1 Principal's Report

The Board received the Principal's report. Matters for discussion were covered by the business of the meeting. 18/08

### 6.2 Reports from the Senior Management Team

The Senior Vice Principal (Academic) discussed assessment and progression of students in the context of the industrial action. It was noted that a questionnaire was in circulation to gain a clear understanding of academic impact to allow for consideration during the examination term. 18/09

The Board noted that the Student's Union were to consult with students about the most appropriate use of the hardship fund, once salary savings from the industrial action had been incorporated. 18/10

The Board noted that the Sub-Board of Examiners are to be given guidelines to consider students' academic profiles to ensure no adverse effects are felt as a result of industrial action. 18/11

The Vice Principal (Teaching Innovation, Equality and Diversity) presented the Mission Statement for the Doctoral School. It was noted that clarification of 'supervisors' expertise' was necessary, and may be better worded as 'supervisory practice'. 18/12

### 6.3 Report from the Students' Union President

The President noted the re-election of the Vice-Principal of Welfare & Diversity and the appointment of the new President of the Students Union. 18/13

It was noted that the Students' Union were working with both UCU and the College to respond to student queries regarding industrial action. In addition, students were to be consulted about financial difficulties experienced as a result of the strike. 18/14

### 6.4 Report from the Council

Academic Board received the minutes of the Council meetings held on 23 November 2017 and 18 January 2018. 18/15

The Board received an oral report of the meeting which had taken place on 21 February 2018 which highlighted discussions of the industrial action and the recruitment of a new Chair of Council. 18/16

## 7. Global Challenge Research Strategy

The Senior Vice Principal (Academic) delivered a presentation on the College's strategy for global research in developing countries. It was highlighted that the College wanted to make a local and lasting impact, which focused on innovation. 18/17

The Board heard four areas in which the research activity could be conducted: sustainable development, sustainable society, human rights, and impact chains. The importance of effectiveness monitoring to enable improvement was noted. 'Pure' profiles of individual departments were discussed, and the importance of keeping these up to date was noted. 18/18

	The Board noted the additional demands that working in developing countries can present regarding due diligence, financial checks, insurance and that this needs to be taken into account regarding capacity of professional service support.	18/19
<b>8. Employability Strategy</b>		
	The Senior Vice Principal (Academic) discussed employability in the context of subject-level TEF and comparison with other institutions in the sector. The 'explore, evaluate and enact' strategy was discussed as a cyclical process for students to follow through personal tutor sessions.	18/20
	The Board heard suggestions that this should be conveyed as a 'hypothesis testing' exercise rather than an iterative process. In relation, it was suggested that focus on evaluation too early could negate the explorative nature of the academic approach.	18/21
	The Board heard that the development of interactive online material to support personal tutor sessions was ongoing, with discipline specific career prompts being established.	18/22
<b>9. The Academic Year</b>		
	The Senior Vice Principal (Academic) reported that very few students engaged with the Students' Union-run survey about the prospect of a January examination period, suggesting there is no strong student mandate to look at this. It was reported that the response was strongly focused on value for money during the summer term.	18/23
	The Board discussed the division of the summer term to allow for preparation for the following academic year, such as individual departmental work and library courses. It was noted that some departments do already have provision for this but the focus was on consistency.	18/24
	The Board discussed a framework for delivering more academic marks earlier in the year, with a possible percentage threshold to be established. It was noted that reading weeks could possibly be used for internal examinations to facilitate this.	18/25
<b>10. Feedback Policy</b>		
	The Board approved the Feedback Policy following a discussion to focus on meta-level issues of student performance rather than providing a secondary opinion during personal tutor sessions.	18/26
<b>11. Academic Representation</b>		
	The Vice President of Education noted that while there was an unequivocal approach to student support throughout the College, forty-two recommendations were reported as a result of the audit on academic representation. It was noted that while some recommendations were easily achievable, others required a cultural change. It was anticipated that all recommendations would be addressed within two years.	18/27
	The Board noted that it would receive the amendments of the Staff Student Committee Constitutions at the next meeting in May.	18/28
<b>12. London Update</b>		
	The Board noted that three prime location rooms in Senate House were occupied on a rental basis to allow for the expansion of postgraduate taught provision and growth in College	18/29

presence. The focus of the programmes delivered in London would be professional development.

### **13. OfS Registration**

The Director of Strategic Planning & Change noted that the OfS registration documents were due to be submitted by the 23 May, prior to the next Academic Board meeting. It was agreed that these would be presented to Academic Board Executive Committee in April and sent by circulation to members of the Board. 18/30

The Board noted that the Access and Participation Plan would be similar to the previous Access Agreement but the focus would shift from outreach to progression and outcome. 18/31

The Board noted that there would be annual monitoring of providers to ensure the ongoing conditions of registration are met. 18/32

### **14. Equality and Diversity**

The Board noted that the application to convert the Equality and Diversity Steering Group to an Equality & Diversity Strategy and Development Committee had been approved, which will allow broader dissemination of impact across the College. The objectives of the Committee would be brought to the next meeting of Academic Board. 18/33

The Board discussed the renewal of the Race Equality Charter. It was noted that a future project would target undergraduate programmes with lower attainment to reduce the attainment gap of BME students. 18/34

### **15. Amendment to the Statutes**

It was agreed that the Board were to be consulted on this item, not to approve the proposed amendments. 18/35

The Board noted that while only a small minority of institutions offer remuneration to senior members of Council, the possibility to offer modest remuneration would broaden the talent pool of applicants. It was confirmed that the Charity Commission had been consulted. 18/36

The Board supported the proposed changes. 18/37

### **16. Changes to the Academic Regulations**

The Board approved the amendments to the Academic Regulations. 18/38

### **17. Intellectual Property Policy**

The Board approved the Intellectual Property Policy as it was presented to them. It was agreed that further amendments to the policy would be within the remit of the new Director of Research and Enterprise. 18/39

### **18. Proposed Changes to Constitutions and Terms of Reference**

The Board approved the amendments to the Faculty Board Constitutions. 18/40

### **19. Publication**

	The Board agreed that no items required broad dissemination around the College.	18/41
<b>20.</b>	<b>Periodic Departmental Reviews</b>	
	The Board received the PDR Report and Action Plan following the Periodic Departmental Review of the Educational Development Centre held in October 2017.	18/42
<b>21.</b>	<b>Faculty Board</b>	
	The Board received a combined report from the meetings of the Faculty Boards held in February 2018.	18/43
<b>22.</b>	<b>Academic Board Executive Committee</b>	
	The Board received the minutes of the meeting of the Academic Board Executive Committee held on 13 November 2017.	18/44
<b>23.</b>	<b>Academic Planning Committee</b>	
	The Board received the minutes of the meetings of the Academic Planning Committee held on 15 November 2017, 11 December 2017 and 25 January 2018.	18/45
<b>24.</b>	<b>Collaborative Provisions Committee</b>	
	The Board received the minutes of the meeting of the Collaborative Provisions Committee held on 30 January 2018.	18/46
<b>25.</b>	<b>Departmental Grants Group</b>	
	The Board noted that the minutes of the Departmental Grants Group meeting due to be held on 21 February 2018 had been withdrawn due to a postponed meeting.	18/47
<b>26.</b>	<b>Teaching, Learning and Strategy Committee</b>	
	The Board received the minutes of the meeting of the Teaching, Learning and Strategy Committee held on 24 November 2017.	18/48
<b>27.</b>	<b>Quality Assurance and Standards Committee</b>	
	The Board received the minutes of the meeting of the Quality Assurance and Standards Committee held on 15 November 2017.	18/49
<b>28.</b>	<b>Date of the Next Meeting</b>	
	The Board noted that the next meeting would be held on Wednesday 30 May 2018 at 3pm in the Moore Annexe Lecture Theatre.	18/50